



**DEFENSE LOGISTICS AGENCY**  
**HEADQUARTERS**  
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FT. BELVOIR, VIRGINIA 22060-6221

**GENERAL ORDER**  
**NO. 5-99**

CAI  
March 11, 1999

**I. AUTHORITY:** Approval of the Commander, Defense Contract Management Command (DCMC).

**II. REFERENCES:**

- A. HQ DLA General Order No. 17-98, dated May 19, 1998.
- B. HQ DLA General Order No. 16-98, dated May 7, 1998.
- C. HQ DLA General Order No. 15-98, dated April 28, 1998.
- D. HQ DLA General Order No. 4-98, dated February 10, 1998.

**III. Pursuant to cited authority and effective March 28, 1999, changes in organizational structure and alignment of the Headquarters, Defense Contract Management Command (DCMC) are as follows:**

A. The Director, Acquisition Policy Office (DCMC-AA). This office is responsible for representing the Defense Logistics Agency (DLA) as the DLA Policy Member to the Defense Acquisition Regulatory Council, in the development of DoD acquisitions policies and procedures for all aspects of procurement and contract administration.

B. Command Information Officer (DCMC-AB), responsible for managing DCMC's Information Resources Management (IRM) initiatives, including software design and development, deployment, testing, standards enforcement, contract administration, program management, resource management, configuration management, and AIS life cycle support. This office consists of the following:

- 1. Information Business Operations Team.
- 2. Architecture & Infrastructure Team.
- 3. Information Technology Acquisition Team.

C. Director, Defense Standard Procurement Systems Office (DCMC-AC). Responsibilities include management of the life cycle development and deployment of the DoD Standard Procurement System (SPS) and Shared Data Warehouse (SDW) Automated Information Systems (AIS) to support the full range of DoD procurement actions. This office consists of the following:

- 1. Testing Team.
- 2. Deployment Team.
- 3. Integrated Product and Training Team.
- 4. Contract Management Team.

D. The Defense Airborne Reconnaissance Office (DCMC-AD). Responsibilities include management oversight of the development and acquisition of all joint Military Department and Defense-wide airborne reconnaissance activities.



E. Director, Flight Operations (DCMC-AF). Responsibilities include management of the flight test and acceptance of Government aircraft under the Ground Flight Risk Clause and for establishing procedures to meet DCMC's requirements for the support and accomplishment of flight operations in accordance with the Tri-Service Agreement on Policy and Procedures for Support and Accomplishment of Flight Test and Acceptance, Flight Operations and Flight Safety.

F. Director, Special Programs (DCMC-AS). Responsible for and serves as the point of contact for all contract administration services (CAS) issues on special access programs (SAPs) as directed by the Commander.

G. The Executive Director, Business Operations (DCMC-B). Responsibilities include directing the management of the organization's business infrastructure involving strategic and contingency planning; programming; resource planning and execution; establishment of performance measures (metrics); command review assessment and evaluation, the management control program; initiatives associated with workforce development; mission and organization management, and labor relations management.

1. Director, Resource and Organizational Management Team (DCMC-BA). Responsibilities include budgeting DCMC resources, organizational management and labor-management liaison with DLA headquarters and the DCMC districts.

2. Director, Operational Assessment Team (DCMC-BC). Responsibilities include providing Command-wide customer support and evaluation of organizational performance and program management and assessment on the DCMC Management Control Program.

3. Director, Planning, Programming and Analysis Team (DCMC-BD). Responsibilities include development of the DCMC Business Plan and DCMC Program Objective memorandum (POM).

4. Director, Workforce Team (DCMC-BG). Responsibilities include managing the technical development and career management programs, establishment of the DCMC Training Plan and training policy for the DCMC personnel.

H. The Executive Director, Program Integration (DCMC-P). Responsibilities include the development and management of Command-wide policies, procedures and programs to enhance contract management support to Program Executive Officers, Program Managers of Acquisition Category I-IV Programs, and Defense and Civilian Agency customers; management and direction of the DCMC Customer Outreach and Survey Programs, the Program Integrator mission and specialized Customer Support Programs, including Privatization and Early Contract Administration Services (CAS) activities.

1. Director, Customer Support Team (DCMC-PA). Responsibilities include developing, evaluating and issuing policies and procedures designed to ensure buying activities and program management offices are satisfied with

DCMC services and support, and overseeing and directing the Customer Liaison Representative Program, customer survey process and satisfaction metrics and internal service standards programs.

2. Director, Acquisition Strategy and Privatization Team (DCMC-PB). Responsibilities include development, promulgation and deployment of Command-wide policy and guidance for privatization support to Military Services and support to Service Acquisition Executives regarding acquisition strategy planning and source evaluation and selection.

1. The Executive Director, Contract Management Operations (DCMC-O). Responsibilities include developing, managing and ensuring the effective implementation and adequacy of policies, procedures, processes used to determine the capabilities, effectiveness and customer support regarding Contract Administration Services responsibilities.

1. Director, Contract Business Operations Team (DCMC-OA). Responsibilities include policy development and deployment in the areas of contract pricing, payment and financing, closeout and terminations, government property and contractor overhead. This team consists of the following:

- A. Contract Cost and Pricing.
- B. Government Property.
- C. Contract Financing and Payment.

2. Director, Contract Technical Operations Team (DCMC-OB). Responsibilities include policy development and deployment in the areas of manufacturing and production surveillance, quality assurance, engineering, safety and software. This team consists of the following:

- A. Delivery/Manufacturing.
- B. Product Quality.
- C. Supplier Excellence.
- D. Engineering.

3. Director, Supplier Operations Team (DCMC-OC). Responsibilities include policy development and deployment in the areas of Early contract administration services, Contingency Contract Administration Services, Earned Value Management Risk Management, Single Process Initiative, and Preaward Surveys. This team consists of the following:


- A. Preaward Information.
- B. Policy Development and Deployment.
- C. Supplier Risk Management.

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IV. Administrative services and support will continue to be provided by the Defense Automated Printing and Support Center (DAPSC).

FOR THE DIRECTOR:



CHRISTINE L. GALLO  
Executive Director  
Plans and Operations

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